

DHMH-HQ CELL PHONE ACCOUNTABILITY ACCEPTANCE AND POLICY ACKNOWLEDGEMENT

Responsibility

As the user of DHMH cell phone equipment identified below, the DHMH employee signing this statement acknowledges the responsibility to be careful with its use and to keep it secure at all times, guarding against loss or theft. All cell phone equipment remains the property of DHMH and must be returned to DHMH.

Accountability

1. DHMH cell phone equipment must not be altered or changed, including but not limited to software and hardware changes, without specific written authorization from the DHMH Telecommunications Coordinator.
2. The employee must report damaged, lost or stolen cell phone equipment to their unit manager as soon as practical, but no later than the next business day.
3. If DHMH cell phone equipment is stolen, the employee/user must initiate a police report before the equipment can be replaced.
4. If equipment is apparently negligently handled and damaged, or the cell phone equipment is lost, the Department may determine that the employee is responsible for paying the comparable equipment replacement cost.
5. Comparable equipment replacement cost will be based on the cost to DHMH to replace the cell phone equipment using the then current hardware standards of the Department, not to exceed the original cost of the equipment.
6. At termination of employment, cell phone equipment must be returned to DHMH in good working order or else be considered lost or damaged, wherein the employee may be held responsible for paying the comparable equipment replacement cost.

Acceptance

By my signature below, I acknowledge receipt of the following DHMH cell phone equipment in good working condition. Additionally, my signature below indicates that I have read and understand the State and DHMH Cell Phone Policies and agree to the conditions of these policies.

Administration

Printed Name Of Cell Phone User

Position/Title

Location:

Cell Phone #:

Manufacturer Name/Model:

Serial # (ESN):

Vendor:

Inventory #:

Account #:

Cell Phone User's Signature Date

Unit Telecommunication Monitor's Name

Cell Phone Return Receipt *****

Telecommunications Monitor Signature Date Equipment Returned

A SIGNED COPY OF THIS FORM SHALL BE GIVEN TO THE EMPLOYEE WHEN CELL PHONE EQUIPMENT IS RETURNED